Stationery and Fonts

This area is used to change the background area for the message as well as change the font type and font color for messages.

✦ Click the File Tab to display Backstage View.
✦ On the left side of the window, click the Options button under Help.
✦ The Outlook Options window will display.
✦ Click the Mail tab.
✦ Click the Stationery and Fonts button (see illustration below).

✦ Click the Stationery and Fonts button to open the Signatures and Stationery dialog box with the Personal Stationery tab selected (see illustration below).

✦ Under Choose a theme, click one of the available options.
✦ A view of the theme will appear in the right frame under Sample of Theme.
✦ Once you decide on a theme, click the OK button to close the dialog box.

✦ Under New Mail Messages, click the Font button.
✦ The Font dialog box will display.
✦ Choose any of the Font items to change them.
✦ Click the OK button to apply the changes.
Click the **Font** button under **Replying or Forwarding Messages** to specify the font for any replies or for forwarding a message.

- The **Font** dialog box will display.
- Select the **Font** options for the messages.
- Click the **OK** button to apply the options.

Click either of the two check boxes to select those items.

Specify any other options and then click **OK** to exit the window.